

Executive for A&M
Attention:
Chief, Management Branch

23 June 1948

Assistant Director for Operations

Changes in Organization Chart of OD

1505

1. In accordance with your request, the following amendments to the current organization chart of OD (CIA Organization Charts: 15 October 1947, Page 7), together with approved changes in the statements of functions included thereon, are submitted for your information.

2. Office of Assistant Director: No changes.

3. Foreign Documents Branch:

(a) Statement of functions to read as follows:

- "1. Exploits foreign language documents, including current foreign periodicals and the foreign press, for intelligence information.
- 2. Prepares abstracts, translations, and bibliographies of foreign language books and periodicals; abstracts, translations, and summaries of captured documents; and extracts of current foreign press. Provides foreign industrial data, biographical intelligence data, other specialized intelligence information, and special translations of foreign language documents as requested.
- 3. Coordinates with CIA offices and other government agencies in the continuous exploitation of foreign language material in order to meet established requirements.
- 4. Makes continuous surveys to discover additional sources of foreign language material having a foreign intelligence potential.
- 5. Provides CIA with a central translation service for foreign language material of intelligence value."

(b) Breakdown of branch to include new division:

Translation
Service Division

[Redacted]

4. Foreign Broadcast Information Branch

(a) Statement of functions to read:

- "1. Conducts all federal monitoring of foreign propaganda and press broadcasts required for the collection of intelligence information to meet the needs of all departments and agencies in connection with the national security.
- 2. Prepares summarized transcriptions, surveys, factual analyses, and other special reports of the information obtained from monitored broadcasts. Disseminates, according to policies formulated by OCB, such intelligence information to the various departments and agencies having an authorized interest therein.
- 3. Arranges for continued world-wide coverage through establishment of authorized field stations, and when necessary, through approved arrangements with other national or foreign activities providing a similar service."

(b) No change in breakdown of branch.

5. Contact Branch:

(a) Statement of functions to read:

- "1. Determines the foreign intelligence potential of U. S. organizations and individuals, and develops information on such organizations and individuals needed to develop them as sources of information.
- 2. Develops and maintains contacts with U. S. organizations and individuals having connections abroad, and collects foreign information from these sources, maintaining close coordination with IAC agencies.
- 3. Collects intelligence information from aliens entering the U. S. after clearance with the FBI.
- 4. Prepares foreign intelligence information reports from data obtained from U. S. business firms, scientific, religious, educational and other organizations and individuals.
- 5. Coordinates closely with OCB and OIA in reporting and recording information and sources."

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